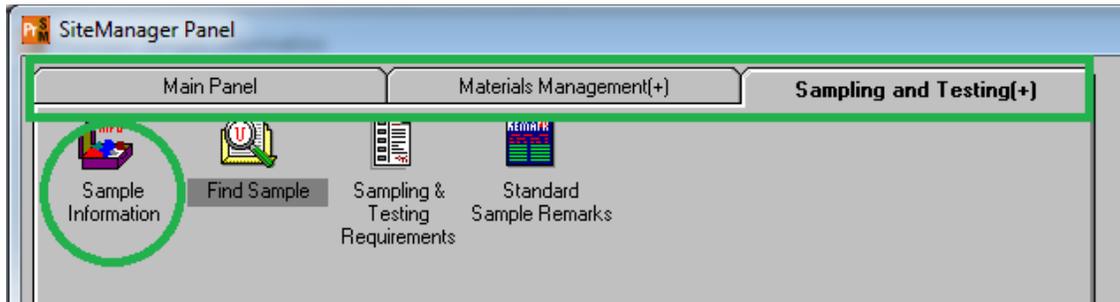


Rev 4/3/2017

Bridge Deck Chloride Determination Sample Creation

Once you are logged into SiteManager, follow the path highlighted in the green box to get to the “Sample Information” window in the green circle.



Double click on the “Sample Information” icon to open the window where you will create your sample.

A blank sample will open when you first go to this window. Below are required fields for each tab of sample records created in SiteManager for test “M015 - Bridge Deck Chloride Determination” performed in the HQ lab:

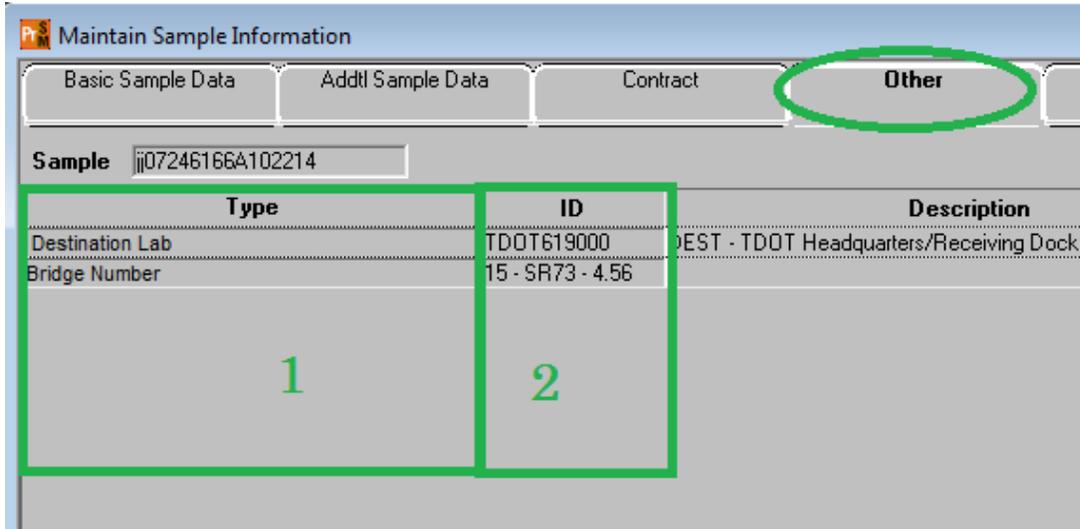
A screenshot of the 'Maintain Sample Information' form. The 'Basic Sample Data' tab is active. Fields are arranged in a grid. Green boxes highlight the following fields: 'Sample Date' (05/23/16), 'Log Date' (05/23/16), 'Smpl Type' (Information Only), 'Acpt Meth' (Information Only), 'Material' (604.01.001D), 'Geog Area' (Region 1 - Loudon), 'Auth Date' (05/23/16), 'Lab Reference Number' (16C605), and 'Lock Date' (5/23/2016 13:50:52). Other fields include Smpl ID (jj04361165N135024), Status (Received), Revising, Link To, Link From, Repr Qty (.000 Cubic Yard), Lab Control Number (CNjj04361165N135024), Auth By (jj04361), Auth Date (05/23/16), Lab Reference Number (16C605), Lock By (jj04361), Lock Date (5/23/2016 13:50:52), and an HQ checkbox (checked).

Once you have entered data on the Basic Sample Data tab, save.

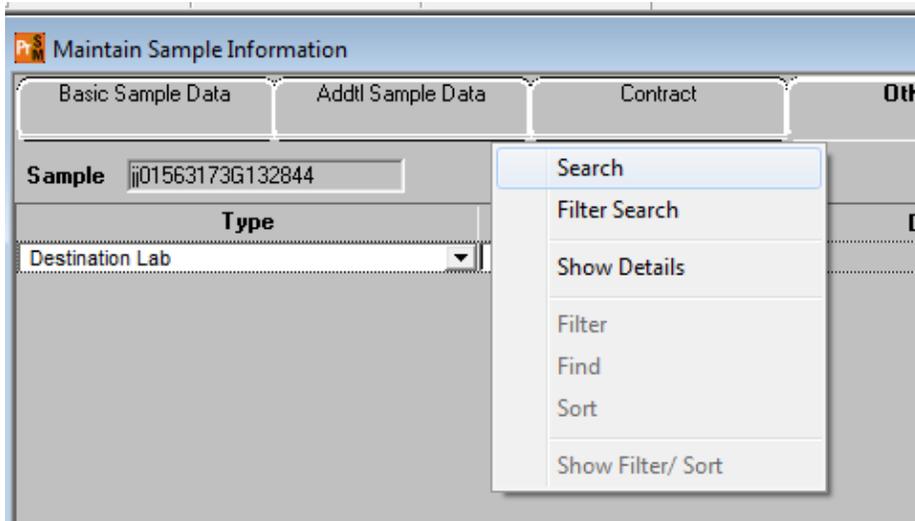


WRITE THE SAMPLE ID AT THE TOP OF YOUR PAPER T2 THAT WILL BE SUBMITTED WITH THE SAMPLE

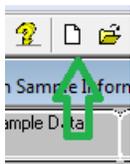
Next click the “Other” tab. Below is an example of data captured on it:



NOTE: info in box 1 is selected from a drop-down. You will need to right click your mouse inside the ID field to get a shortcut menu to pop up to select the Destination lab Info in box 2. Select “Search” Then select HQ Dock from the list of labs, and select OK button.



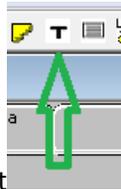
A row for the “Bridge number” can be added by selecting the “New” Icon (looks like a blank sheet of paper).



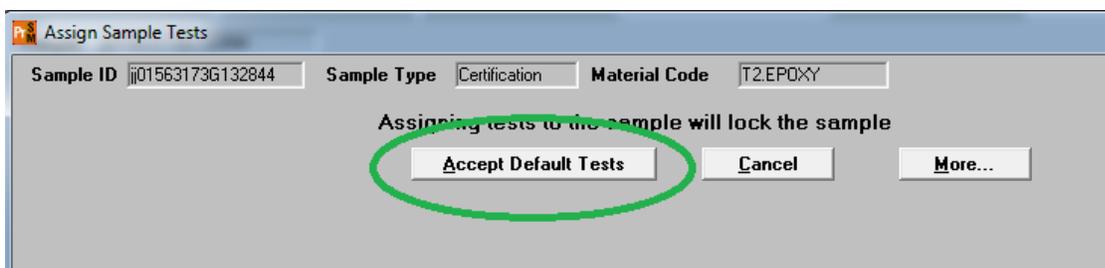
The bridge number can then be typed into the ID field. Save the record.



Next Click the “T” icon to add the test



In the pop up window, select “Accept Default Tests”



If everything was done correctly, you will be back at the Basic sample data tab of your sample and the status (top right corner of sample record) will be “Logged”

If you have more than 1 sample, click the new icon in the row of icons at the top of the window and a new blank record will open.